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ACADEMIC STANDARDS SUBCOMMITTEE OF THE EDUCATION POLICIES COMMITTEE

Meeting to be held April 17th, 2014 from 2 - 3:30 p.m. in OM164j (RGS Conference Room)

AGENDA APRIL 17TH, 2014

- Old Business
 - Academic Record Adjustment and Request for Refund Policy (Guest: BrandE Faupel, HR; documents attached)
- New Business
 - Excused Absence Policy (Guest: Richard Mueller)
 - Dual Course Listing (Guest: Scott Hunsaker)
- Future Business
 - IELI Language Revision
 - The "significant feedback on the exam" and grades as related to the withdrawal policy.

Next Meeting: Fall, 2014

Request for Refund / Academic Record Adjustment

Policies and Student Agreement

Part 1 Proof of Extenuating Circumstances

- Requests for refund and/or academic record adjustment are approved only upon demonstration of extenuating circumstances that are beyond the student's control. Circumstances considered "extenuating" are defined in **Table 1** below along with the minimum documentation required to support a claim. Documentation of all circumstances is required.

Table 1	Extenuating Circumstance	Minimum Documentation Required
	Incapacitating illness or medical procedure of a student or a student's *immediate family member which prevented the student from attending or participating in class(es) for the **minimum time period.	Signed letter (on letterhead) from a medical doctor, nurse practitioner, or physician's assistant. The medical professional must indicate that the illness/procedure was incapacitating for at least two weeks and made successful completion of the course(s) impossible.
	Death of an *immediate family member.	Obituary, funeral services program, or death certificate.
	Change in work schedule as required by current employer. This does not include new employment.	Signed letter from current employer indicating a required change in work schedule that directly conflicts with the student's course schedule.
	Jury duty or Subpoena preventing a student from attending or participating in class(es) for the **minimum time period.	Proof of jury duty or subpoena.
	Active military duty.	Official notice of military requirements, or letter (on letter head) from a military official, clearly outlining the dates of required service.
	Other circumstances deemed extenuating by the registrar or his/her designate(s).	Student must provide documents to support the claim. Additional documentation may be required and requested of you.

**Immediate family (including step-relatives) for this policy is defined as employee's spouse, son, daughter, son-in-law, daughter-in-law, foster child, parents, parents-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandparents-in-law, grandchildren, or any person living in the student's household.*

***The minimum time period is two(2) weeks of a 14 to 16 week course (normal semester) -OR- one(1) week of a course less than 14 weeks in duration (shorter sessions).*

- If appropriate documentation is not provided or additional documentation is required, it will be requested of the student via email. The student will have five (5) business days to provide that which is requested. If after five business days the requested documentation has not been received and the student has not informed us of the need for more time, the request will automatically be denied and the student will be notified.

Part 2 Costs and Policies

- The cost to request an academic record adjustment is **\$20** and is non-refundable regardless of outcome. There is no cost to request a refund.
- All requests must be submitted within two (2) years of the desired adjustment. For example, if a student desires an adjustment to Fall Semester 2010, the request must have been submitted by the end of Fall Semester 2012.
- A maximum of two (2) semesters may be adjusted per degree. No adjustments will be made after a degree has been awarded.
- The student may be required to provide letters from instructors, advisors, and others to validate information provided.
- If this request is denied, the student is allowed one appeal. The appeal must be requested within two weeks of the date he or she is notified of denial.
- Regardless of the outcome of this request, the student is responsible for any debt remaining on his or her student account including, but not limited to, adjusted or revoked financial aid and/or collection costs.

Part 3 Student Instructions and Requirements Checklist

The student must:

- ☐ Complete and sign this agreement (Page 1) and the student form (Page 2). Requests will not be processed if either page is incomplete or missing.
- ☐ Attach an appeal (preferably typed) clearly explaining and justifying the request. Please avoid disclosing personal and/or private details.
- ☐ Ensure all courses for which a refund is being requested have been dropped with a 'W' notation. Courses in-progress, graded (including 'NF' grades), or marked incomplete ('IF') are not eligible for refund. If a refund is being requested for a graded or incomplete course, the student must also request an academic record adjustment to request that the course grade be changed to withdrawal status 'W'. If in this situation the academic record adjustment is denied, the refund will also be denied.
- ☐ Attach all supporting documentation. See **Table 1** above for minimum documentation requirements.
- ☐ Pay the \$20 fee (if requesting an academic record adjustment).

Please allow up to two (2) weeks for a decision to be made. You will be notified of the decision via email.

Part 4 Student Agreement and Signature (signature required)

- I acknowledge that I have read and understand the requirements and policies related to requesting a refund and/or an academic record adjustment.
- I understand that submitting this request does not guarantee approval.
- I certify that, to the best of my knowledge, the information provided on this form and within any attachment is correct and free of alteration or falsification.

Student Signature: _____ **Date:** _____

Student Printed Name: _____ **Student ID:** _____



Request for Refund / Academic Record Adjustment

Student Form

Part 5 Request Type(s)

Check one or both of the boxes below.

☐ **Refund of Tuition and Fees** (no charge for application)

If the courses for which you are requesting a refund are graded or marked incomplete, a request for academic record adjustment is also required to request that the grades be changed to withdrawal status 'W'.

☐ **Academic Record Adjustment** (\$20 charge for application)

Please check the box for what you are specifically requesting:

- ☐ Change course grade(s) to withdrawal status 'W'
☐ Add course(s)
☐ Change in credit amount for variable credit courses

☐ Change course section(s)

☐ Other: _____

Part 6 Student Information

Last Name		First Name		Student ID ('A-Number')	
Address (number, street, and apt. or suite no.)					
City		State	ZIP Code	Country (if not USA)	
Email Address			Telephone Number () -	Telephone Type <input type="checkbox"/> Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work	

Part 7 Course Information (found in your student Access/Banner account)

Semester & Year	CRN (5 digits)	Subject	Course # (4 digits)	Section	Credits	Instructor Name

Student Signature: _____

Date: _____

For Office Use Only

Request for Refund	Request for Academic Record Adjustment
<input type="checkbox"/> Approved for: <input type="checkbox"/> 100% Tuition and Fees <input type="checkbox"/> Less the cost of instruction for \$ _____ <input type="checkbox"/> Other: <input type="checkbox"/> Denied: Reason: Signature(s) for Approval / Denial: Date of Approval / Denial: Refund Processed By: Date of Refund:	<input type="checkbox"/> FRPS Charge Posted By: _____ <input type="checkbox"/> Fee Paid <input type="checkbox"/> Approved for the following: <input type="checkbox"/> Change course grade(s) to withdrawal status 'W' <input type="checkbox"/> Add course(s) <input type="checkbox"/> Change credit amount <input type="checkbox"/> Change course Section <input type="checkbox"/> Other: <input type="checkbox"/> Denied: Reason: Signature(s) for Approval / Denial: Date of Approval / Denial: Adjustment Processed By: Date of Adjustment:

The purposes of the Request for Refund / Academic Record Adjustment are two-fold: 1) The Request for Refund gives the student an opportunity to request tuition and fee refunds outside of normal refund deadlines. 2) The Request for Academic Record Adjustment is for the student to request changes on his/her academic transcript (credit adjustment, course addition, or withdrawal with 'W' notation). Both requests must be accompanied by documentation proving extenuating circumstances out of the student's control. Adjustments may result in financial aid reimbursement or revocation.

The purpose of the academic record adjustment is not to change a letter grade. To change a letter grade, see the Change of Grade policy in the General Catalog.

Request for Refund / Academic Record Adjustment

Students requesting a refund or an academic record adjustment must submit a *Request for Refund / Academic Record Adjustment* form to the Logan Registrar's Office, nearest regional campus, or USU-Eastern campus. Requests will only be considered if extenuating circumstances out of the student's control exist. The term "extenuating circumstances" includes:

- (1) Incapacitating illness or medical procedure of a student or a student's *immediate family member for the **minimum duration of time.
- (2) Death of an *immediate family member.
- (3) Changes in work schedule, as required by current employer, which directly conflict with the student's course schedule. This does not include new employment.
- (4) Jury duty or Subpoena preventing a student from attending or participating in class(es) for the **minimum duration of time.
- (5) Active military duty.
- (6) Other circumstances deemed extenuating by the Registrar or his/her designate(s).

*Immediate family (including step-relatives) for this policy is defined as employee's spouse, son, daughter, son-in-law, daughter-in-law, foster child, parents, parents-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandparents-in-law, grandchildren, or any person living in the employee's household.

**Minimum duration of time for extenuating circumstance which would prevent the student from attending or participating in class(es) for a minimum period of two weeks of a 14 to 16 week course (normal semester) or one week of a course less than 14 weeks (shorter semester).

A maximum of two semesters may be adjusted per degree. No adjustments will be made after a degree has been awarded. Requests must be submitted within two years of the semester for which there is a desired adjustment.

The cost for an academic record adjustment is a \$20, non-refundable processing fee. The payment of the fee does not guarantee approval. Students who wish to appeal the decision of the review committee are allowed one appeal; additional documentation will be required. If the student schedules an in-person review with the committee and does not show for that appeal, their appeal is automatically denied.

Current Policy (Curriculum Subcommittee handbook):

No course below the 4000 level should be dual listed with a graduate course, and no dual listing is permitted among 1000-5000 level courses (EPC, 9 January 1997).

Proposed New Policy

No lower division undergraduate course ~~course below the 4000 level~~ should be dual listed with a graduate course, ~~and no dual listing is permitted among 1000-5000 level courses.~~ All courses requesting dual listing a justification must be presented with the requirement that there be differentiated syllabi and that course descriptions specify the basis for that differentiation.